



THE STUDENT ASSOCIATION

The Last Strike

- SASSE Cleaning Document -

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Why this document?

- Your savior when cleaning
- Something you need to sign in order to use the premises

This document is a cleaning instruction for having a party or similar activity or event. By signing this document, you agree to follow these instructions. You also agree to use common sense and ensure that anything not listed in this document is also cleaned.

If the cleaning is not approved, you are responsible for redoing it. Should the premises suffer from sub-standard cleaning the next day, additional cleaning will be ordered at the expense of the project/committee budget and it will affect your possibilities in using the premises again. If the premises are at below-par standards when you arrive, you are responsible of taking a picture of them and showing it afterwards. If this is not done, you are responsible for cleaning the premises to proper state. The words “it was like this when I started” does not count for an excuse, photo proof is needed.

The attached Signatures Document shall be signed by you before the event and counter signed by the Vice President or a member of the SA Board after the event.



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General information

These are the areas you need to know about in order to execute a proper cleaning process. All of the areas should be returned to the former state as you found them. If you have any questions regarding the rooms or where everything is located, please contact the Vice President and walk it through before your event.

The cleaning cabinet

Located at the left side in the men's bathroom. Here you find mops, brooms, soap, all-purpose spray etc. After using the cleaning equipment wasted cleaning material is to be thrown away and the room should look as pleasant as before you used it.

The Callis

Located between the microwaves and the Kåridor. Here you'll find all consumables. Plastic glasses, napkins, garbage bags and extra cleaning equipment.

The garbage room

The garbage room is found just next to Kopparporten. You are only allowed to throw trash in black garbage bags (NO GLASS) and the garbage containers are not allowed to be filled over capacity. Cardboard is not thrown here but down the corridor, past Börsummet, to the left, opposite the toilet. If you need to throw large garbage, contact the vice president.

The glass disposal room

Located next to the garbage room. It is extremely important that you differentiate colored glass from non-colored. The white vessel is only for non-colored and the green ones are for colored. If this is not followed, you will have to re-do your work.

Chairs and table storage

Located next to the rotunda entrance. After using the tables and chairs they should be wiped if needed and replaced in the way you found them.

The cleaning areas

Note that only the areas that have been used have to be cleaned. If you arrive and the premises are at below-par standards, you are responsible of taking a picture of them and showing it afterwards. If this is not done, you are responsible for cleaning the premises to proper state.

= The goal is completed.

The Rotunda

Remove everything from the bar + the counter behind the bar and wipe.

Clean out the refrigerators.

Remove any signs, marketing material, price lists and similar items.

Empty the trash bins and the glass bins. All bins shall be wiped and moved to the pub.

Sweep & mop the floor, including the stage and behind the bar.

Make sure the walls are clean and wipe them down.

Lock all the cabinets.

The DJ-Cabinet

Wipe the area around the DJ-equipment.

- The DJ equipment is sensitive to water and liquids, be careful!

Replace the cover and lock it up. Make sure no wires are damaged or stuck between the cover and bench.

The kitchen

Clean, wipe and put away all used dishes.

Unplug and put away all kitchen appliances.

Wipe all countertop surfaces.

Sweep and mop the floor.

Make sure to clean and rinse the dishwasher.

Empty the trashcan

Make sure that the stove and fan are switched off.

The Banana hallway up to the Rotunda playground entrance

Wipe the tables and sofas and the walls.

Sweep & mop the floor.



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The Corridor

Wipe the benches and shelves.

Sweep & mop the floor.

- Don't forget to check all the way to the Investment Society room and the glass containers.

Make sure the walls are clean and wipe them if necessary.

The Pub

Remove everything from the bar + counter behind the bar and wipe.

Clean out the refrigerators.

Remove any signs, marketing material, price lists and similar items.

Empty the trash bins and the glass bins and wipe.

Sweep & mop the floor and behind the bar.

Make sure the walls are clean and wipe them if necessary.

The pub floor may only be mopped with water – no soap, it will become an ice rink.

The furniture in the pub will be returned to seating's of 4-5 chairs around each table.

The Toilets

Remove all trash (i.e. paper, bottles, glasses etc etc).

Sweep and mop the floor - don't forget the toilet stalls.

Clean up any bodily fluids.

Make sure the walls are clean and wipe them if necessary.

Outside the main entrance and Kopparporten

Remove any trash (ie cigarette butts, glasses, bottles etc etc).

Catering

If you have catered food, throw all leftovers and place the plates in the refrigerators.

Alternatively, if food arrived in heating cupboards, place the plates in these and lock them shut.

You may only leave food if you notify the Vice President and have an intention of what you are going to do with it.

If possible, returning of catered food should be done the same day or evening. This to prevent any food remaining during the night.



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The next workday

Return the blipp to the Vice President or the SASSE Secretary.

Have the Vice President, SASSE secretary or a member of the SA Board check the premises and the cleaning cabinet.

You are done, good job!